HMH fuse™

ALGEBRA 1

Institutional Implementation Guide

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Introduction

Welcome to *HMH Fuse*™
The purpose of this document is aid you in implementing the ***HMH Fuse*** application. This guide assumes that you are familiar with using an Apple iPad®.

To use this guide in the PDF format, you can open the bookmarks menu to the left and navigate to a specific topic by clicking on the link. Please keep this guide handy, as you may need to refer to it frequently. You can also download PDFs to iPad as needed, including online Teacher Guides and Reference Guides.

For Technical Support
To obtain help with your ***HMH Fuse*** application:

Phone
888-327-2906
Monday through Friday
7:00 a.m.–10:00 p.m. CST
excluding holidays

Email
techsupport@hmhpub.com

Support Website
http://techsupport.hmhpub.com

HMH Fuse Website
http://hmheducation.com/fuse/algebra1/index.php

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Light The Fuse Of Learning

Houghton Mifflin Harcourt introduces a revolutionary new education solution—the first school-level K–12 core curriculum app developed exclusively for Apple iPad®.

It's The Right Stuff

PORTABILITY Students can learn in the classroom, on the bus, or at home—anytime, anywhere.

ASSESSABILITY Students can take quizzes to practice, and teachers receive immediate assessment results that enable them to better differentiate instruction.

USABILITY Students have access to instructional videos, vocabulary support, problem-solving animations, and much more—where and when they need it.

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HMH Fuse and iPad Basic Information

HMH Fuse Overview

HMH Fuse: Algebra 1 has replaced yesterday's textbook with tomorrow's all-in-one learning tool. This ground-breaking app will empower teachers to instruct and coach students using an engaging and interactive medium—the Apple iPad®.

HMH Fuse: Algebra 1 includes a set of interactive tools designed to support teaching and learning. These tools include:

- **Algebra Tiles** for modeling algebraic expressions and equations
- **Linear** and **Quadratic Explorers** for investigating transformations
- **Graphing Calculator**
- Comprehensive **Algebra Glossary** with definitions, illustrations, and audio
- **Note-Taking and Scratchpad features** that allow students to make text notes, audio recordings, and sketches

TRY IT! To access these tools, just download the free content at

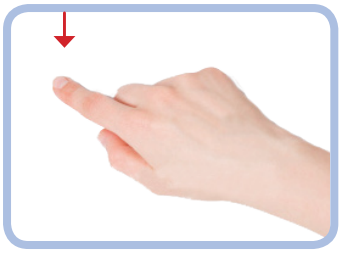
http://itunes.apple.com/us/app/hmh-fuse-algebra-1/id415533582?mt=8

Tools are then found in the navigator at the top of the screen.

HMH Fuse: Algebra 1 is a complete, interactive Algebra 1 course based on the award-winning ***Holt McDougal Algebra 1*** program. Key features include over 400 instructional videos, instant assessment capabilities, embedded math tools, comprehensive note-taking functionality, homework help and more that provide students a full-scope learning environment while creatively strengthening their computer skills.

Basic Vocabulary

The iPad uses finger controls. Here are some basic terms used in this manual:



Tap

Touch your fingertip quickly and lightly on the screen. Use this gesture for selecting items on the screen.

Slide

Slide your finger lightly on the screen in an up/down or left/right direction. This gesture is primarily used for scrolling or panning. You will use this to navigate up and down a single page in the textbook or left to right to turn the page.

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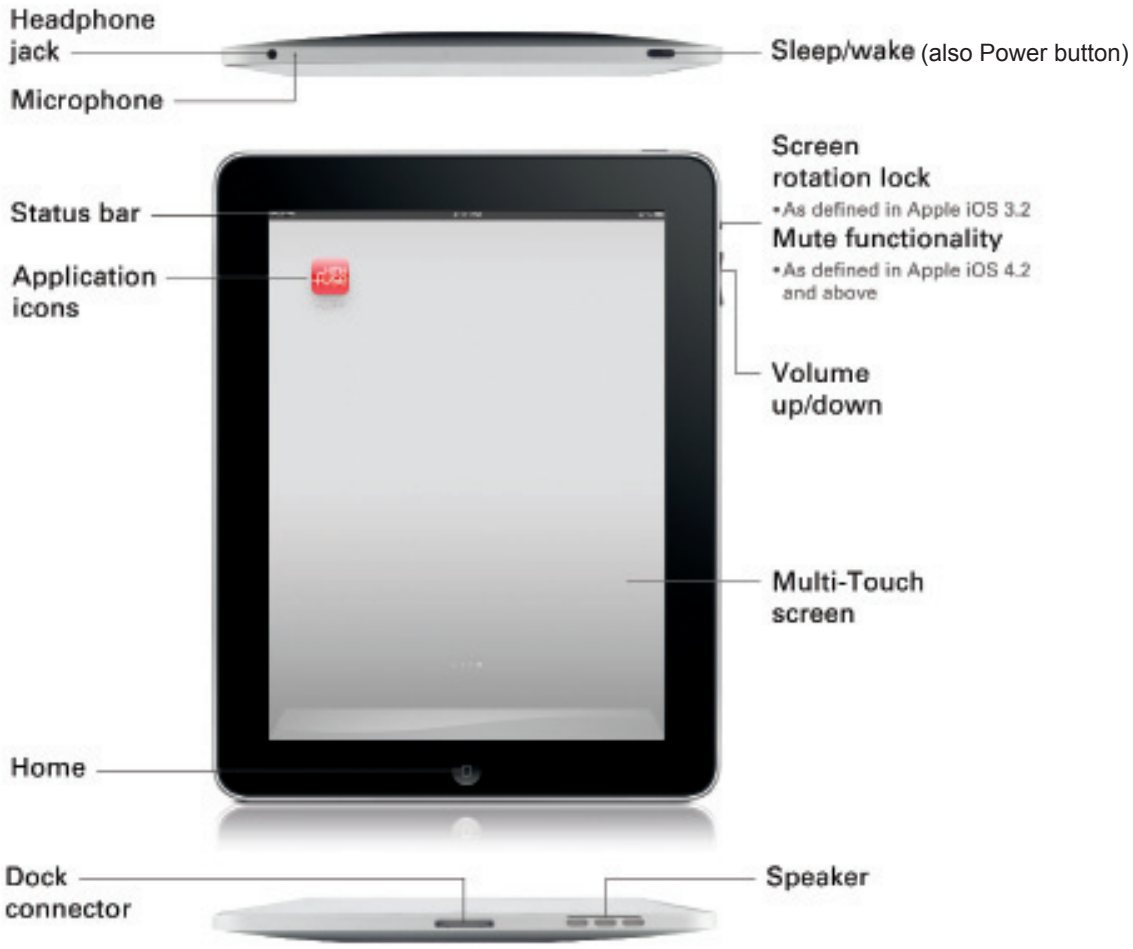
iPad Overview

The iPad is a portable tablet computer designed, developed, and marketed by Apple®. It is primarily a platform for audio-visual media including books, periodicals, movies, music, games, and web content. For more about the iPad, go to the website: http://support.apple.com/manuals/#ipad

To access Apple's *iPad User Manual*, go to the website: http://manuals.info.apple.com/en_US/iPad_iOS4_User_Guide.pdf



10W USB Power Adapter

Dock Connector to USB Cable

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Implementing *HMH Fuse*

When you're ready to implement ***HMH Fuse***, HMH has the information you need to set up the app for your students. We recommend that you use the *Site Readiness Form (Appendix A)* and schedule a review with HMH implementation specialists to be sure that your configurations are set to provide optimum results.

Recommended Configurations

The following are the recommended iPad and computer specifications as of March 11, 2011:

Device Specifications

- Processor: 1GHz Apple A4 or faster
- Storage: 64GB or larger*
- Wireless/Cellular: Wi-Fi 802.11a/b/g/n (cellular not required)
- Apple iOS4 Version: 4.2.x or Higher

Note: HMH Fuse: Algebra 1 *course content requires 8GB of storage space on each device. HMH recommends 64 GB of storage available to support additional courses on a single device.* ***Specifications apply to both iPad and iPad 2****.*

Computer Specifications (Support/Installation)

Mac® System Requirements

- Mac computer with USB 2.0 port
- Mac OS X Version: 10.5.8 or later
- iTunes® 10.1 or later (free download from www.itunes.com/download)
- iTunes account
- Internet access

Windows System Requirements

- PC with USB 2.0 port
- Windows 7; Windows Vista, or Windows XP Home or Professional with Service Pack 3 or later
- iTunes 10.1 or later (free download from www.itunes.com/download)
- iTunes account
- Internet access

Network Infrastructure Specifications & Recommendations

Wi-Fi—Local Area Network (LAN)

Sufficient Wi-Fi coverage to allow for all areas designated for use with the iPad as stated above; wireless routers or Access Points (APs) that support Wi-Fi protocol levels 802.11a/b/g/n are required to provide the Local Area Network bandwidth for a given number of devices within range of the Wi-Fi router or AP device.

Note: *Wi-Fi performance is subject to other devices and or users that could be consuming Internet bandwidth from the same wireless router or AP device. Sufficient DHCP range to support the additional IP addresses for the number of iPad devices in use is required.*

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Internet Connectivity—Wide Area Network (WAN)

- Broadband connectivity service to the Internet
- High speed DSL
- High speed CABLE
- T1–T3, Fractional, Multi / Bonded or Better

Firewall IP Protocol Requirements

The ***HMH Fuse*** application leverages the standard IP protocol stack on the iPad. Services within the application for authentication, teacher reporting, and content downloads initiate a connection to the Internet for the resources it needs. The following hosts, protocols, and ports will need to be accessible through any firewalls that are in place to successfully connect to those resources:

Host	Port
hmhco.vo.llnwd.net	HTTP 80
st1hlxhm74.connectria.com	HTTP port 80, HTTPS port 443 (SSL)
secure.riversidepublishing.com	HTTPS port 443 (SSL)

3G Cellular Data / Internet Connection

If you have a 3G iPad, you will also be able to connect to the Internet using that mode of connectivity—the same network you connect to when using an iPhone or other mobile devices. Even though ***HMH Fuse*** content downloads will still be accessible using this mode of connectivity, there are a few things to consider:

- Because 3G connection speeds to the Internet are considerably lower than the recommended Wi-Fi Internet connection, much longer content download times can be expected.
- Extra monthly services fees may be charged for access to 3G cellular networks.
- Monthly charges for additional data consumption are possible.
- ***HMH Fuse*** content download packages can be rather large and can quickly consume most data plans rapidly.

Note: *Due to the known limitations in 3G bandwidth and performance,* ***HMH Fuse*** *content downloads are not recommended using the 3G Cellular Data Connection.*

For the most up to date information on iPad device operations, please refer to: http://manuals.info.apple.com/en_US/iPad_iOS4_User_Guide.pdf

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General Recommendations

The HMH Fuse Implementation Team recommends the following Best Practices:

- Turn off the Installing Apps and Deleting Apps feature from the settings icon after installing ***HMH Fuse*** in order to ensure consistent application access on every student device:
  Settings>>General>>Restrictions>>Enable restrictions.
- Set passwords on each device, and do not allow the students to change the password from what has been assigned.
- Plug in the device to charge overnight to be sure that the iPad has sufficient battery life for the entire school day.
- Maintain spare chargers in each classroom.
- Maintain a reserve of devices (10–15%) installed with ***HMH Fuse*** in each district for hot swapping during a school year to cover unforeseen issues that may arise with hardware or user error.
- House devices in protective cases to help avoid some accidental hardware issues.
- Have a sufficient number of ear plugs available in each classroom so that students can watch the tutorial videos without disturbing others.

Getting Started with *HMH Fuse*

Once the Purchase Order (PO) is processed and the order placed, you will receive an email with an "Authentication Code." In addition, you will get a list of steps to follow to activate ***HMH Fuse*** for use.

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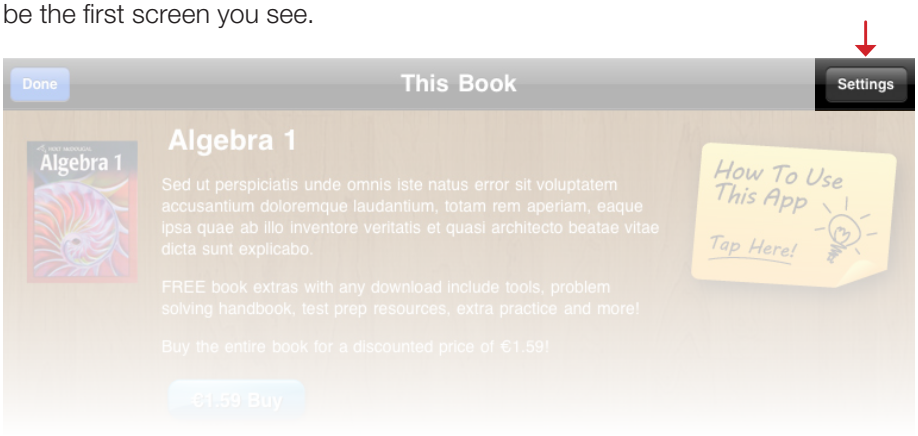
Steps to Activating *HMH Fuse*

Installation

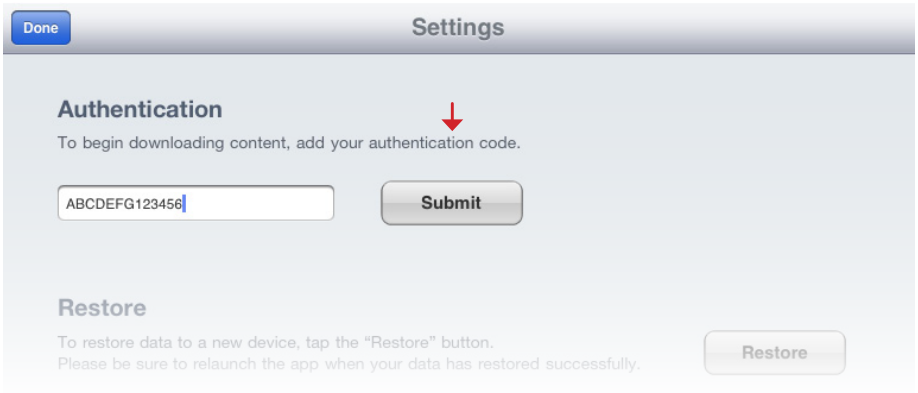
Install the FREE ***HMH Fuse*** app from the iTunes Store®. The screen below will be the first screen you see.


Done
This Book
Settings
Algebra 1
Algebra 1
Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo.
FREE book extras with any download include tools, problem solving handbook, test prep resources, extra practice and more!
Buy the entire book for a discounted price of €1.59!
€1.59 Buy
How To Use This App
Tap Here!

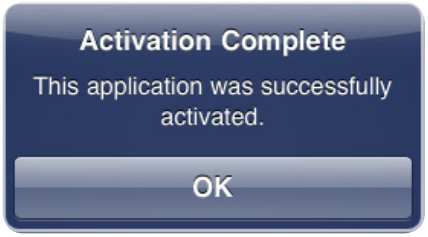
Tap the "Settings" button at the top right of your screen to begin the authorization process.

Authorization

Once inside the "Settings" screen, enter your authorization code in the field provided. This is the code that you received in your after-purchase confirmation email.



Enter your authorization code as it appears in the confirmation email, and **tap** "Submit."



After getting the authentication confirmation, you will need to **tap** "OK."

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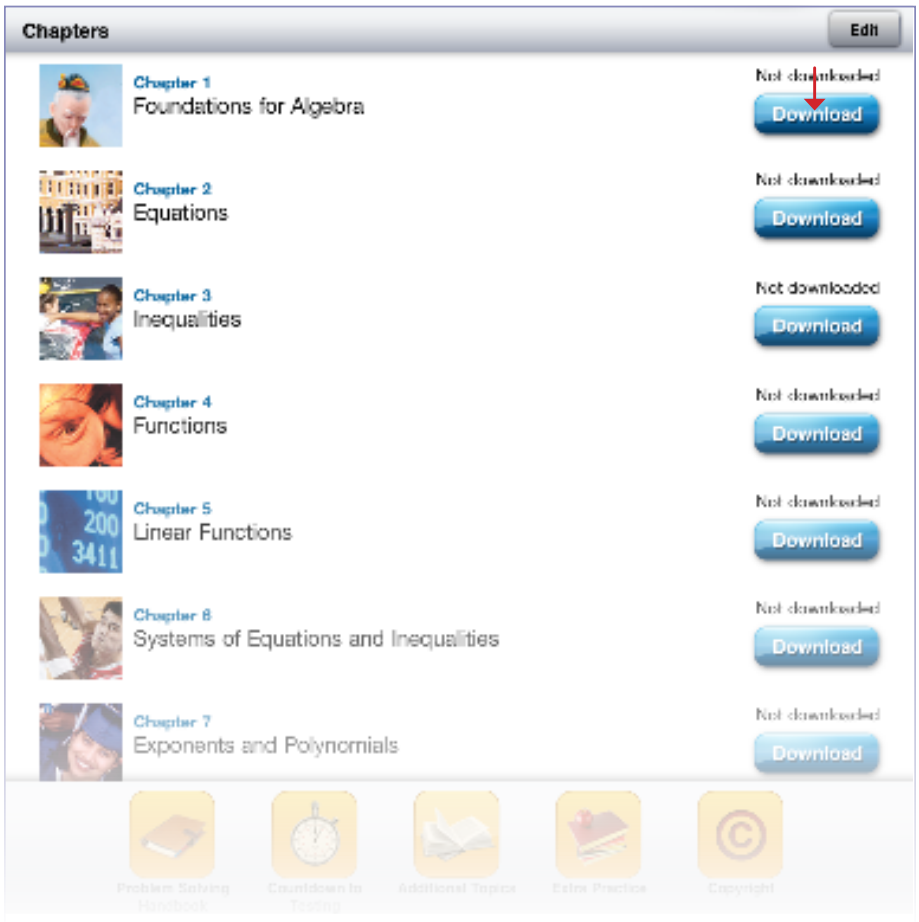
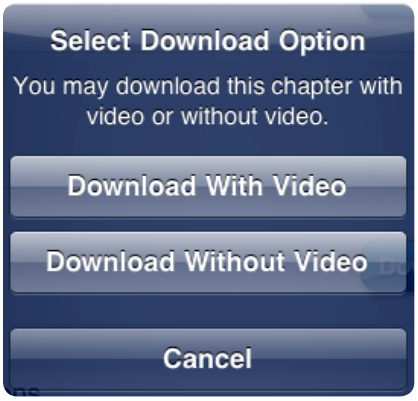
Accessing the App

On the application homepage, you will now be able to download your ***HMH Fuse*** product(s) on a chapter-by-chapter basis (all chapters are included in your purchase price). Authentication is only required the first time, after which additional content will download without the authentication prompt.



Tap "Download" to download the content for each chapter you want to retrieve.

Note: We recommend downloading at least the first 3 chapters needed for instruction.


Select Download Option
You may download this chapter with video or without video.
Download With Video
Download Without Video
Cancel

Select whether you wish to install the chapter content with or without videos.

Note: Video content is large and will take longer to download.

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Large Scale Implementations

In the event of a large device deployment, HMH has secondary methods to help facilitate content loading to authenticated devices. When planning such an event, please contact your HMH Sales associate to get additional details.

Installing *HMH Fuse: Algebra 1* from DVD

After completing an authentication process with your HMH Sales associate, follow the steps below to download your content via DVD:

1. After installing the app on your iPad, launch it and allow it to perform an initial content installation.
2. Make sure your iPad is connected to a computer.
3. Open iTunes on your computer.
4. In the "Devices" section in the left panel of the iTunes screen, select "iPad."
5. In the top menu of the right panel, select the "Apps" button.
6. In the "File Sharing" section at the bottom of the right panel, select the ***HMH Fuse: Algebra I*** app.
7. Click the "Add" button located below the "Algebra I Documents" list. ***Note:*** *if the list is empty, you may need to navigate to another section in the left iTunes panel and then return to the iPad to get it to sync with the device's file system.*
8. Navigate to the location of the ***HMH Fuse*** content package zips ("Chapter1-base.zip", etc.)
9. Select one or more zip packages and select "Choose."
10. The device will sync. This may take some time.
11. Quit the ***HMH Fuse: Algebra I*** app if it is running on the iPad.
12. Relaunch the ***HMH Fuse: Algebra I*** app on the iPad, then wait for the new content to be installed.

For more detailed instruction and additional resources, go to on the link below, which will direct you to the Technical Support page for ***HMH Fuse*** on the Houghton Mifflin Harcourt website:
http://techsupport.hmhpub.com/faq_list.asp?id=1294821770

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On-Site Deployment Services for *HMH Fuse*™

HMH Implementation Engineers are available to assist your CTOs with filling out the IT portion of your *Site Readiness Guide* (Appendix A).

On-Site Deployment Services

The following "for purchase" options are also available as service packages to ensure your deployment is smooth and effortless. These includes teaching your staff to deploy and support your devices as your program grows. Further information can be found in *Appendix F*. Contact your sales representative for on-site pricing.

Configure iPads®

Work with your IT staff to determine a "Configuration Profile" to deploy to the iPad devices. We will deploy your Configuration Profile to all devices. This includes options such as locking down the iPad interface, configuring iPad Wi-Fi settings, and setting proxy information.

Download the *Fuse* Application to All Devices

We will:

- Download the ***HMH Fuse*** application from the iTunes Store® to all devices.
- Activate the ***HMH Fuse*** application on all devices.
- Install all applicable chapters with or without videos to the devices.

Training District Technology Staff on Deployment

We will teach up to 15 participants per trainer within the district technology staff how to configure and deploy Apple iPads with the ***HMH Fuse*** application.

Implement the Teacher Reporting Site

We will:

- work with the District IT staff to allow necessary reporting ports to be opened in the proxy server and/or firewall.
- train up to 15 teachers in the district with a *train-the-trainer* model on getting started with ***HMH Fuse,*** including:

  Setting up Teachers and Classes

  Adding students and iPad devices

  Generating reports

Train-the-Trainer Model for Student Success

We will train up to 15 teachers in the district with a *train-the-trainer* model on integrating the iPads into their curriculum with students, including:

Proper use and care of the iPads in the classroom

Use of the iPads outside the classroom

Student Responsibility Pledge

Best integration practices

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Frequently Asked Questions (FAQ)

Q: What is *HMH Fuse*™?

A: ***HMH Fuse*** is the name used by HMH for its new iPad educational program. ***HMH Fuse*** represents a fundamental change in the way educational content is delivered. In contrast to traditional methods, this highly interactive format provides tools such as: fully interactive text with audio and video capabilities; a built-in graphing application to analyze and solve a range of functions, inequalities, and equations; an *Algebra Tile* feature to model a range of expressions; and an audio *Math Glossary* for easy access to algebra concepts and term definitions.

Q: What was the process for turning this print textbook into an interactive digital format?

A: The ***HMH Fuse: Algebra 1*** App is a complete reimagining of all course content, resources, and tools from the award-winning ***Holt McDougal Algebra 1*** program. This transformation required reformatting hardcopy and online resources and integrating them into an engaging, interactive new format to promote kinetic learning, as well as enhancing static illustrations with interactive functionality.

Q: How does this differ from an eBook?

A: The ***HMH Fuse: Algebra 1*** App is navigated using the iPad multi-touch environment. It has a three-dimensional format at points where the curriculum provides instruction, assessment, intervention, and ongoing support. Comparatively, an eBook merely displays content with limited additional features; it does not assess answers to quizzes, provide guided instruction, or supply video and audio tutorials for re-teaching.

Q: If my iPad supports 3G, can I download content over 3G networks?

A: While access to subscriber content will be available regardless of your Internet connection mode, downloading content over a 3G connection will be extremely slow. When available, a high bandwidth Wi-Fi connection is recommended, especially when downloading rich media, such as lesson videos and supporting movie clips.

Q: Can I read my books while my device is not connected to the Internet?

A: Yes. An Internet connection is not required to read content already downloaded to the device.

Q: Will the *HMH Fuse* app run on my computer?

A: No. The ***HMH Fuse*** application is currently designed exclusively for use on the iPad.

Q: What should I do if I get "Memory low" message?

A: Hold the power button until a "swipe to power down" option becomes available. Swipe to turn off, then wait 5 seconds to turn your device back on. Access the app.

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Q: Where can I find the answers to the homework and tests in *HMH Fuse: Algebra 1*?

A: Answers to most of the odd-numbered homework exercises are available through the "Check Answers" button on the "Practice and Problem Solving" pages. Because ***HMH Fuse*** is a student application, other answers are not available on the app. If you are interested in purchasing other support materials for this program, please contact HMH Customer Service at 800-462-6595.

Q: How can I find a lesson about a specific topic?

A: Tap anywhere on the screen to open the Navigation bar. This will open at the top of the screen. Tap the *Index* icon. Find the concept you are looking for in the index list at the bottom of the screen, and tap it. Find the appropriate page references, and tap the highlighted page numbers. The ***HMH Fuse*** app will take you directly to the appropriate lesson.

Q: What are *Are You Ready?* and *Skills Review*, and how do I use them?

A: *Are You Ready?* is a test of prerequisite skills at the beginning of each chapter. Passing the interactive quiz ensures that a student has the necessary skills to proceed to that chapter. If any sections of the quiz are not passed, the ***HMH Fuse*** app provides instant *Skills Review* so students can quickly refresh their skills before starting the chapter to achieve greater success in understanding the material.

Q: What is *Ready to Go On?*, and how do I use it?

A: *Ready to Go On?* is a quiz over material covered within every previous section. Instant feedback given to students after the quizz points out any areas that they may need to review before moving on to later lessons or preparing for a formal test.

Q: How can I add notes and bookmark content?

A: Tap anywhere on the screen to open the Navigation bar. Tap the *Notes* icon. The Notes tool opens. This tool allows you add a text or audio note anywhere you wish in the content. Opening the tool and tapping the "Go to page" button allows you to instantly return to the location of each note.

Q: What should I do if the graphing tools are only partially visible on the screen?

A: Close the app and tap the iPad *Settings* icon. Tap "Accessibility," found near the bottom right area of your screen. Then, turn the "Zoom" option to "Off."

Q: How do I quickly remove content from the application?

A: Tap anywhere on the screen to open the Navigation bar. Tap the *This Book* icon. Tap the "Edit" button on the far right of the chapter Table of Contents. A "Delete" button appears beside each chapter. Tap the button next to the chapter you wish to delete. You can delete content at any time.

Q: Are there extra instructional tools I can access?

A: Tap anywhere on the screen to open the Navigation bar. Tapping the *Tools* icon gives you access to a range of easy-to-use math tools.

Q: How do I access non-chapter-related content?

A: Tap anywhere on the screen to open the Navigation bar. Tap the *This Book* icon. Scrolling to the bottom of the screen gives you access to a range of extra content, such as test preparation and extra practice modules.

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Basic iPad Troubleshooting

Turning the iPad Off and On Again

To resolve most unexpected issues, turn the iPad off, and then turn it on again. Press and hold the "Sleep/Wake" button until a red slider appears, then drag the slider. Then press and hold the "Sleep/Wake" button again until the Apple logo appears.

In the event of an application freeze or other unexpected behavior from ***HMH Fuse***, please attempt this step first as most problems are resolved by simply restarting your iPad.

The iPad Does Not Respond

The iPad may be low on power. Charge the iPad for at least 10 minutes prior to using it.

Low-Battery Image or "Not Charging" Message Appears

The iPad is low on power and needs to be charged up to ten minutes before it can be used. The best way to charge the iPad battery is to connect your iPad to a power outlet using the included Dock Connector to USB cable and 10W USB power adapter (often already attached, forming one cable). For faster charging, turn the iPad off.

Note: *The iPad may not charge when connected to the USB port on an older Mac or PC, a keyboard, or to a USB hub.*

Force an Application to Quit

Press and hold the "Sleep/Wake button" for a few seconds until a red slider appears, then press and hold the "Home" button until the application quits and returns you to the *Home* screen.

Taking Screenshots

When calling or emailing Technical Support, it may be helpful to provide screenshots showing the issue being faced. To take a screenshot, press and hold the "Sleep/Wake" button and press the "*Home"* button simultaneously. The screen will flash and a camera 'click' sound will be heard. You can then email your screenshot to Technical Support using the steps below.

Emailing Screenshots

Follow these steps:

- Launch the Photos app. The screenshot taken will appear as a thumbnail in the app.
- Tap the thumbnail to view the screenshot.
- Tap the *Arrow* button in the upper-right corner while viewing the screenshot. The photo options will be listed.
- Select Email Photo. A new e-mail will be started with the image attached.
- Enter your own e-mail address to send the screenshot to yourself or the email address where you want to send it.
- The e-mail will be sent.

Note: *Remember, when sending a screenshot to tech support at techsupport@hmhpub.com, please send an adequate explanation in the subject line.*

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Resetting the iPad

To resolve the most serious issues with the iPad or applications on the iPad, reset the iPad and try the action or application again. To do this, press and hold both the "Sleep/Wake" button and the "Home" button simultaneously for at least 10 seconds. Release the buttons when the Apple logo appears.

Warning: *Resetting your iPad will restore factory defaults and erase content from your iPad. Please refer to your iPad manual before attempting this step. This will require access to a computer to complete installation.*

Houghton Mifflin Harcourt Technical Support

Contact Houghton Mifflin Harcourt Technical Support for any questions or issues using ***HMH Fuse***™ with the Apple iPad® at:

Phone
888-327-2906
Monday through Friday
7:00 a.m.–10:00 p.m. CST
excluding holidays

Email
techsupport@hmhpub.com

Support Website
http://techsupport.hmhpub.com

HMH Fuse Website
http://hmheducation.com/fuse/algebra1/index.php

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Site Readiness

As is the case with all technology implementations in an educational setting, special attention must be paid to adequate advance planning for site infrastructure, security and support in order to maintain the highest level of student and teacher engagement and utilization. As such, HMH advises each customer to evaluate their readiness and capacity to effectively implement ***HMH Fuse: Algebra 1*** in their classrooms. See *Appendix B* for a *Site Readiness Form* that can be filled out and reviewed with HMH personnel to help make your deployment a success. Please contact your HMH Sales Representative for more information.

Teacher Reporting Set Up

A major free benefit of ***HMH Fuse***, is the capability to send assessment data from every device to a central *Teacher Reporting Site* located at http://www.hmheducation.com/fuse/reporting.

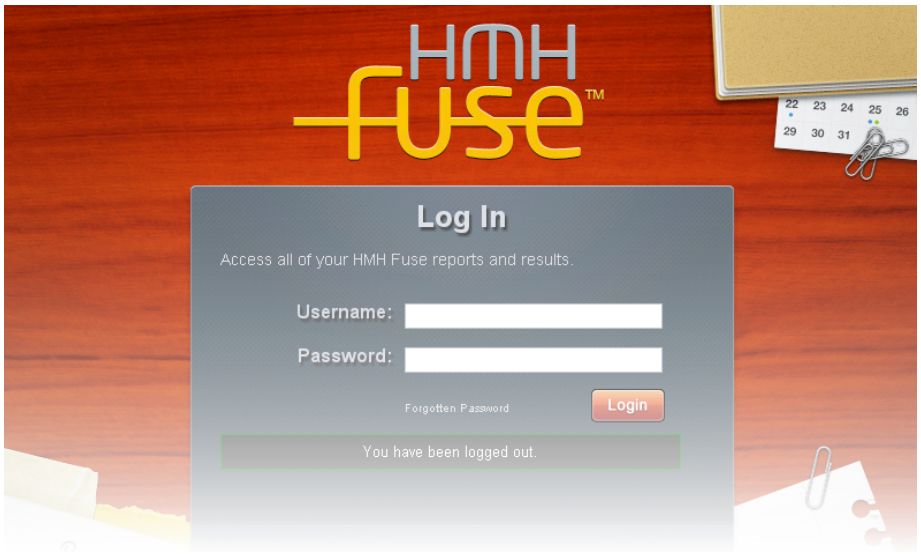
When properly configured, this site will allow district administrators, principals, and teachers a **LIVE** view into student performance and understanding of key curriculum concepts.

As an organization implementing ***HMH Fuse***, it is advised to setup the *Teacher Reporting Site* before students receive their assigned devices. A successful implementation of the *Teacher Reporting Site* relies on schools, teachers, classes and students being correctly configured at the onset of any deployment. **The correct mapping of students to devices and classes is key to the system working effectively.** After receiving your authorization email with your District Administrator credentials, follow the steps below to configure Teacher Reporting.

Steps to Set Up a Teacher Reporting Site

Login to Teacher Reporting

You can access the Teacher Reporting site at http://www.hmheducation.com/fuse/reporting.



Login using the credentials you received in the same email that contained your ***HMH Fuse*** Authorization code.

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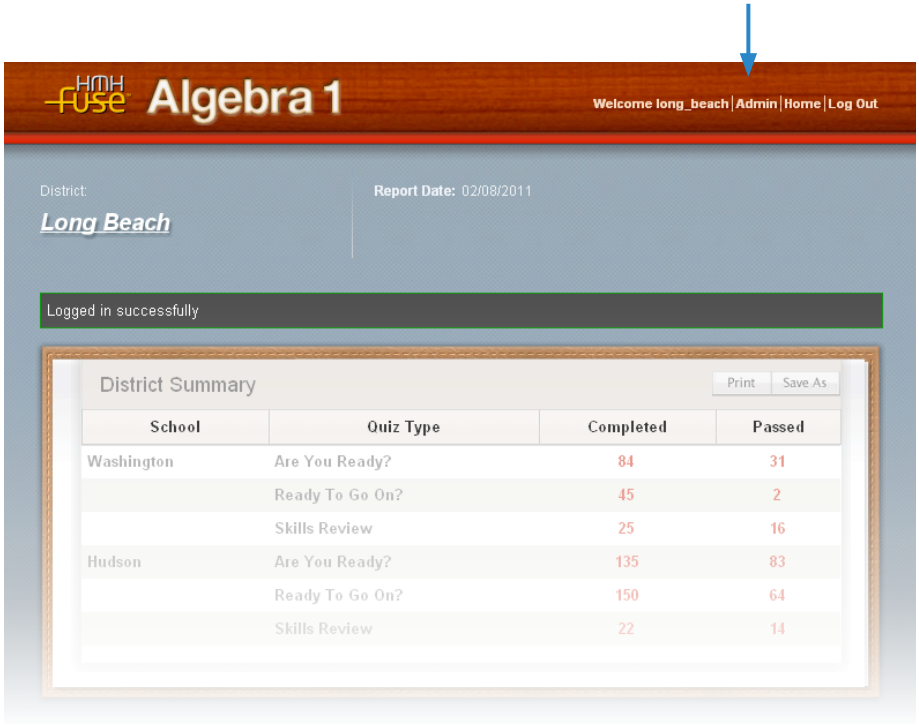
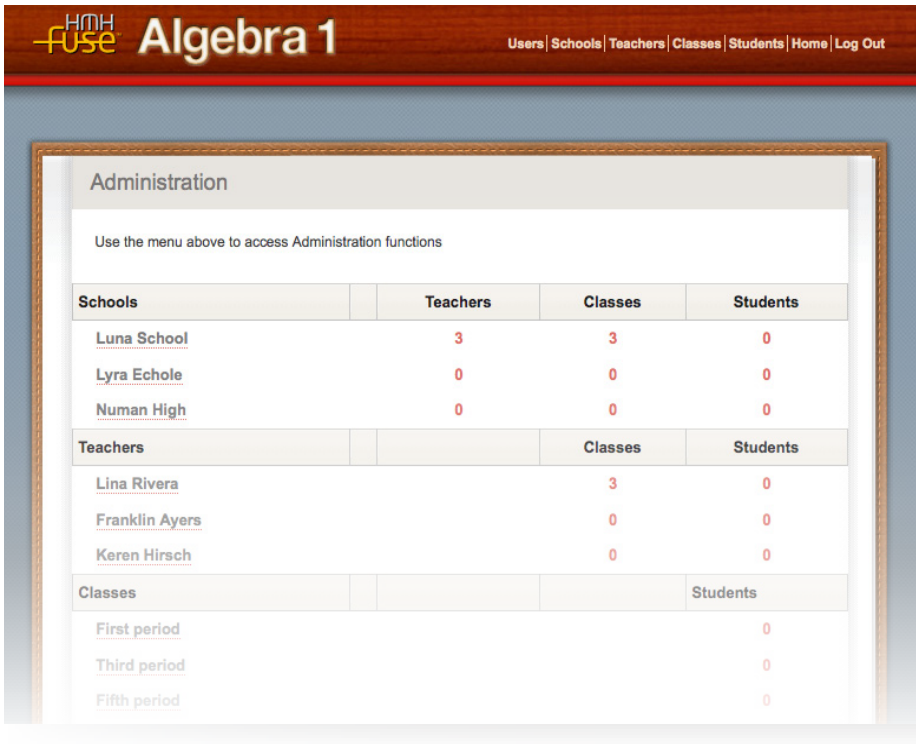
Access the Administrator Screen

The first view you will normally have as a District Administrator will be a summary of each school's performance, like that which you see below. However, since no schools are yet setup, this screen will initially be blank.



In order to access the Administrator screen for you to setup your schools, **click** on the Admin link in the Options.



The Admin screen will show you the current district hierarchy once configuration is complete.

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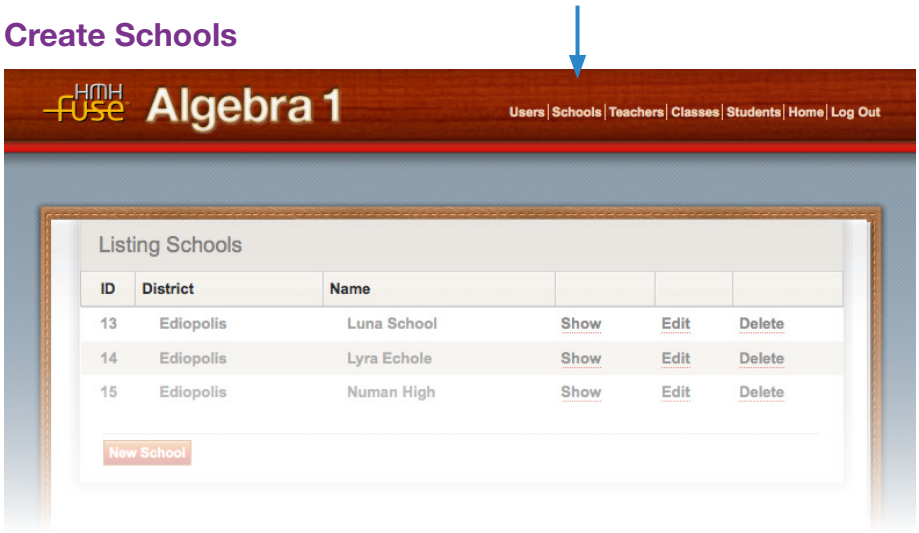
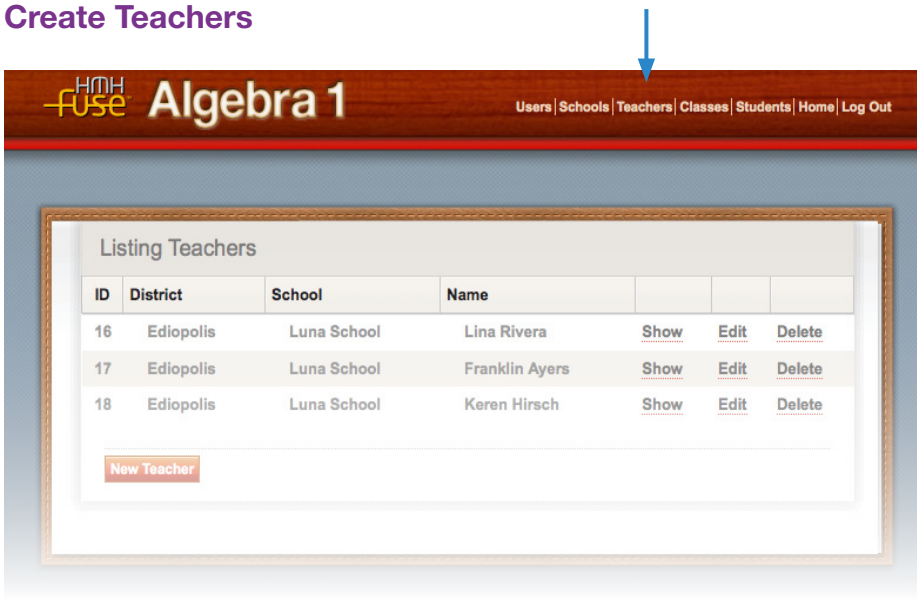
Create Schools


HMH fuse
Algebra 1
Users | Schools | Teachers | Classes | Students | Home | Log Out
Listing Schools
ID
District
Name
13 Ediopolis Luna School Show Edit Delete
14 Ediopolis Lyra Echole Show Edit Delete
15 Ediopolis Numan High Show Edit Delete
New School

Click on the Schools link in the Options menu to see a listing of all the current schools in your district as well as to add any additional schools you may need.

Create Teachers


HMH fuse
Algebra 1
Users | Schools | Teachers | Classes | Students | Home | Log Out
Listing Teachers
ID
District
School
Name
16 Ediopolis Luna School Lina Rivera Show Edit Delete
17 Ediopolis Luna School Franklin Ayers Show Edit Delete
18 Ediopolis Luna School Keren Hirsch Show Edit Delete
New Teacher

After creating all of the necessary schools, **click** on the Teachers link in the Options menu to get to the screen below. Each teacher will need to be mapped to their corresponding school.

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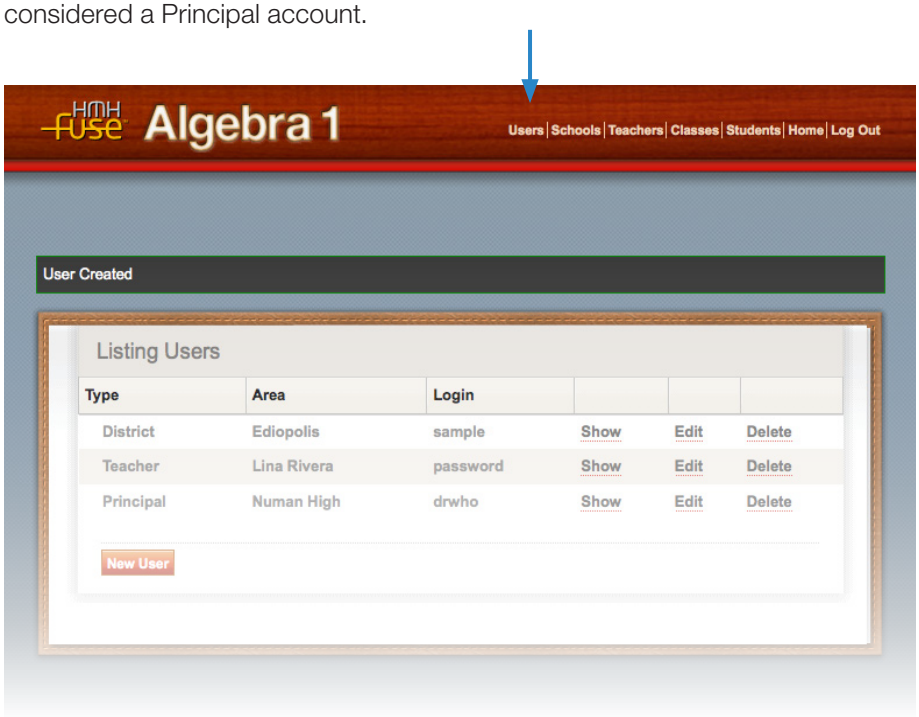
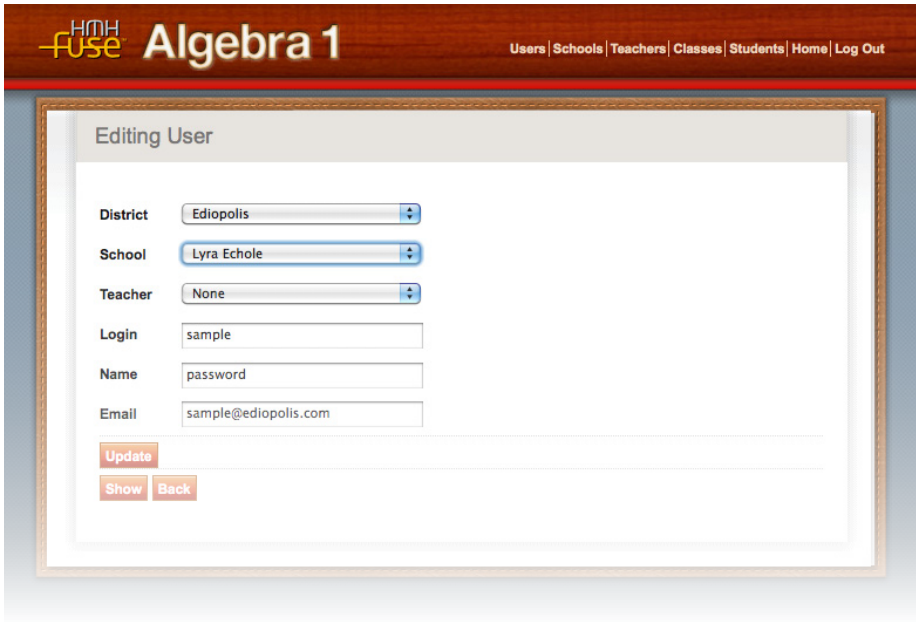
Create Users

A User may be created as either a Principal or a Teacher. A Principal will be able to see the results for all teachers, while a Teacher will only see their own classes. Both user types will be able to administer classes and students, while only Principals will be able to administer teachers. The system will select the user account type based on the selection of a teacher in the drop down box when creating the user account. If no teacher is selected, the account is considered a Principal account.



After creating all the teachers you will need, **click** on the Users link in the Options menu to get to the Listing Users screen.



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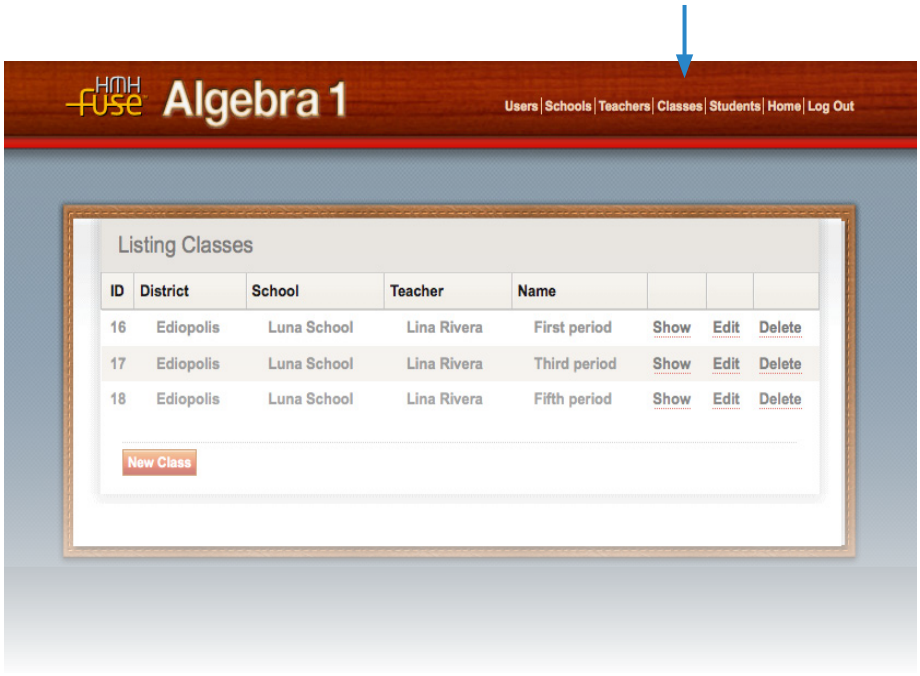
Create Classes

When creating classes, make sure to name each class in an indicative way, using your preferred convention for consistency purposes. For example: *J. Mills—Alg 1—Period 2.*


HMH fuse
Algebra 1
Users | Schools | Teachers | Classes | Students | Home | Log Out
Listing Classes
ID District School Teacher Name
16 Ediopolis Luna School Lina Rivera First period Show Edit Delete
17 Ediopolis Luna School Lina Rivera Third period Show Edit Delete
18 Ediopolis Luna School Lina Rivera Fifth period Show Edit Delete
New Class

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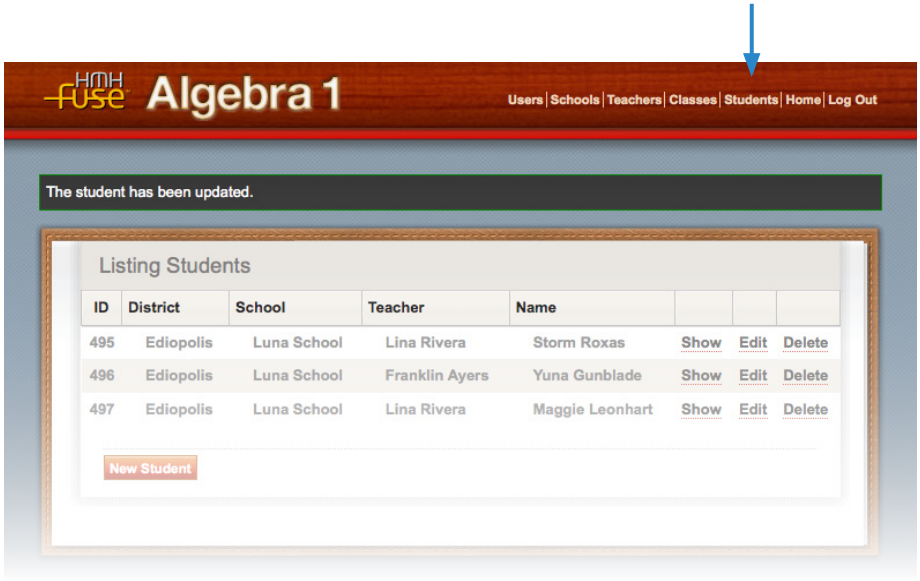
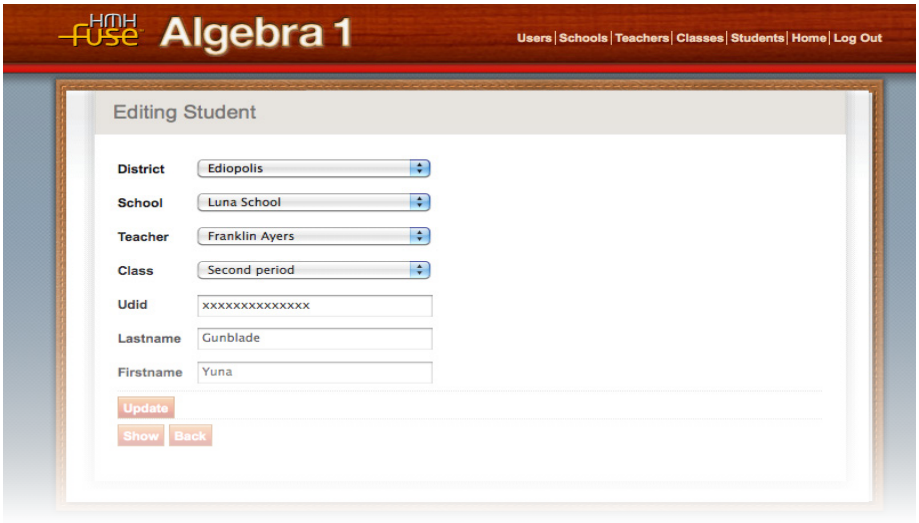
Create Students

After completing all of the previous steps, creating Students is the most important step. Before being input into the system, each student must already be assigned a device, and the UDID (Unique Device ID) of each device recorded. Go to http://support.apple.com/kb/HT4061 in order to find out more about UDIDs and how they can be recorded. Teacher Reporting relies on this UDID to identify whose assessment data comes from each device.

Consequently, the accurate entry of this information into the Teacher Reporting system is vital to a successful deployment.


HMH fuse
Algebra 1
Users | Schools | Teachers | Classes | Students | Home | Log Out
The student has been updated.
Listing Students
ID
District
School
Teacher
Name
495 Ediopolis Luna School Lina Rivera Storm Roxas Show Edit Delete
496 Ediopolis Luna School Franklin Ayers Yuna Gunblade Show Edit Delete
497 Ediopolis Luna School Lina Rivera Maggie Leonhart Show Edit Delete
New Student



Once completed, any utilization of ***HMH Fuse*** assessments on the device will be transmitted (when Wi-Fi is available) back to the *Teacher Reporting Site.*

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Tracking

HMH strongly suggests that each district closely track the following information for each iPad device deployed:

- UDID
- Serial Number
- Student Deployed to
- District Unique Identifier*

*In practical application, both the UDID and serial number are too complex to be used effectively in a labeling system. A simpler, unique form can be used more effectively. For example, RUSD_0017 could be used to mark the back of a iPad or iPad Case (either with permanent marker, and/or ultraviolet security ink).

If you have any questions, or are experiencing any difficulties, please contact HMH Customer Support and we will be glad to assist you.

Student Responsibilities

One of the greatest challenges students will face using ***HMH Fuse*** is the responsible use and care of their iPads. HMH recommends that each institution require all students to sign a pledge governing that usage. This pledge provides guidelines and expectations for the student that will make it much easier for the student to meet and exceed the expectations of the instructor, the school, and the district. For a sample student pledge, see *Appendix C.*

Insurance

The unnecessary loss or damage of any device supporting ***HMH Fuse: Algebra 1*** can be both costly and time consuming. Such a loss could also negatively impact the learning of the student utilizing the device. As such, HMH recommends that each institution properly insure their devices against potential device loss. While HMH does not endorse any insurance agency, we can suggest insurance alternatives if current institutional options are unavailable. Please contact your HMH Sales representative for more information.

Remote Device Tracking

Due to the value associated with iPad devices, it is recommended that each district use a device tracking application on every device deployed into classrooms. Such applications occasionally ping a server when connected to a Wi-Fi network, and each device can be tracked via an external website or secondary application. While HMH does not in any way endorse any specific product, the following are possible options:

- Find my iPhone®
- Device Locator
- Tracker Pro for iPhone®

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Appendix A Site Readiness Form

Sales Information:

District and School Information		
District Name:		
School Name:		
City:	State:	Zip:
District Technical Contact Name:		
Phone Number:	Email:	
District Curriculum Contact Name:		
Phone Number:	Email:	

IT Information:

Local Area Network (LAN) Information					
Speed	☐10Mbps	☐100 Mbps	☐1000Mbps	☐Fiber	Fiber Speed:
	☐Other (Description and speed):				
Average Utilization			Per-day Percentage		
Concurrent Connections (all Devices)			Estimated number		

Wide Area Network (WAN)					
Speed	☐10Mbps	☐100 Mbps	☐1000Mbps	☐Fiber	Fiber Speed:
	☐1.5 Mbps (T1)		☐Other	(Description and speed):	
School Connections to WAN			☐Equal	☐Varies by School	Describe differences:
Average Utilization			Per-Day Percentage		
Concurrent Connections (all devices)			Estimated Number		
Proxy Servers	☐No	☐Yes	Description:		
Caching Servers	☐No	☐Yes	Description		

Web Connectivity Information				
Speed	☐Dial-up	☐DSL/Cable	☐T1	☐T3
	other Description And Speed:			☐Fiber Fiber Speed
Connection(s)	☐Per District	☐Per School		
Average Utilization		Per-Day Percentage		
Voice-over-IP (VoIP)	☐Yes	☐No		

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Wi-Fi Information				
Speed	☐A	☐B	☐G	☐N
	☐Other Description And Speed:			
Average Devices Per Hotspot		Estimated Number		
Average Utilization		Per-Day Percentage		

iPad® Recommendations
Please review iPad Recommendations for ***HMH Fuse: Algebra 1*** as put forth in the Implementation Guide .
http://techsupport.hmhpub.com/fix.asp?isid=51086&prog=1294821770

Networking / Wi-Fi Requirements
Please review the networking/Wi-Fi requirements for ***HMH Fuse: Algebra 1*** as put forth in the Implementation Guide.
http://techsupport.hmhpub.com/fix.asp?isid=51085&prog=1294821770

District Responsibilities
Check each box as an indication of acceptance of responsibility.

- ☐ I understand that Houghton Mifflin Harcourt shall not be responsible for any damages or losses related to the iPad® devices. Any costs associated with such instances of loss, theft, or damage will be the full responsibility of the District or student and his/her parent/guardian.
- ☐ I understand that it is recommended to keep additional iPad devices on hand as spares in the event of loss, damage or technical issues to minimize classroom disruption.

Review
I have read the Technical Specifications outlined in this document and at the above links. I understand that these hardware and network recommendations should be followed for optimal performance of the HMH product. Failure to conform to the recommendations contained in this document could result in less than satisfactory performance. To the best of my knowledge, all workstations and servers meet the requirements listed in this technical specification.

Technical Contact Signature: _____

Date: _____

Technical Contact Name: _____

Technical Contact Title: _____

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Appendix B Authentication Email Sample

Dear Houghton Mifflin Harcourt Customer,

Thank you for your order of ***HMH Fuse***™, the world's first comprehensive curriculum solution for iPad®. This email contains the **Authentication Code** that you will use to activate your ***HMH Fuse*** content. Please save or print this e-mail for future reference.

YOUR ORDER

Please review your order carefully. If there are any discrepancies, please notify our Technical Support Department (contact information is below). Please have available:

- Your District or Institution Name: 37TH ST CHILDREN'S EARLY ED CTR
- Your Order #: 4262444
- Customer PO #: 123456
- Customer Email Address: : 123abc@hmhpub.com

Product Name	Device Quantity
HMD ALG1 CC FUSE 6Y 2011 - Test 11	47

Due to the nature of this product, please keep in mind that licensing is by device, so you must have enough devices and licenses to cover **both** student and teacher needs. In addition, HMH encourages users of ***HMH Fuse*** to maintain a reserve count of devices and licenses to support standard implementation and hardware management procedures.

Your Authentication Code: ZWHE8SHV9UJSL

STEPS TO ACTIVATING YOUR HMH FUSE PRODUCT(S)

First, install the FREE ***HMH Fuse*** app from the App Store℠.

Once inside the HMH Fuse app, you will be prompted to enter your Authentication Code into the box provided and click done.

You will now be able to download your HMH Fuse product(s) on a chapter-by-chapter basis.

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GETTING STARTED

Once you have authenticated your device, the following steps need to be completed to successfully access the content in the app:

- From the product main menu, the Download Manager, select the chapter you want to download.
- Select whether you wish to install the chapter content with or without videos. Video content is large and will take longer to download. We recommend loading only the first 3 chapters needed for instruction.

TEACHER REPORTING

As part of your purchase of ***HMH Fuse***, you will gain access to the *Teacher Reporting System*. This system allows student assessments taken within the ***HMH Fuse*** application to be captured and accessed remotely by teachers and administrators. Below, you will find the link to the *Teacher Reporting Site*, as well as your Administration-level credentials. With these credentials, you can setup teachers, students and devices so that this reporting system can be utilized.

Website: http://www.hmheducation.com/fuse/reporting

Username: <Sample invoice number>

Password: xxxxxxxxxxxxxx

TEACHER FORUM

In an effort to support continued teaching excellence and information exchange, HMH supports a exclusive Teacher Forum for ***HMH Fuse***. The link to this site is below. An account for you as a customer has been setup on this forum using the credentials below as well.

If you would like additional accounts to be setup for your other teachers, please contact HMH Customer Service at the number below, and they will be glad to assist you.

Website: http://www.hmheducation.com/fuse/teacherforums

Username: <Sample invoice number>

Password: xxxxxxxxxxxxxx

For more detailed instruction and additional resources, go to the link below which will direct you to the ***HMH Fuse*** Technical Support page on the Houghton Mifflin Harcourt website:
http://techsupport.hmhpub.com/faq_list.asp?id=1294821770
or call Customer Support at (888) 327-2906.

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Appendix C Sample iPad Student Responsibility Pledge/Contract

Student Name: _____

iPad® device serial number: _____

I acknowledge receiving the Apple iPad® device referenced above for use while I remain in the Houghton Mifflin Harcourt Program at

_____.

I have read the attached iPad Usage Policy and Additional Guidelines for Student Responsibility. In order to maintain the privilege of using this iPad device, I agree to the following:

(Student: Initial each line, please)

- ☐ ____ I agree to keep this iPad device in my possession at all times. I will not give or lend it to anyone except to return it to the School for upgrades or network connection repair in case it is damaged.
- ☐ ____ I agree to carry this iPad device in a padded case or backpack to minimize the chances that it will be damaged or destroyed.
- ☐ ____ I agree to follow the iPad Usage Policy and Additional Guidelines for Student Responsibility, and will not use this iPad, in or out of School, for inappropriate or unlawful purposes. I understand that the School and Houghton Mifflin Harcourt will fully cooperate with all relevant authorities in investigating and prosecuting any unlawful use.
- ☐ ____ I understand that if this iPad device is lost or stolen I will immediately notify the School. I understand that neither the School nor Houghton Mifflin Harcourt shall be responsible for any damages or losses related to this iPad device. Any costs associated with instances of loss, theft or damage will be the full responsibility of the student and his/her parent/guardian.
- ☐ ____ I agree to return this iPad device to the School at the conclusion of the program (or earlier if I should leave the program).
- ☐ ____ I agree to keep this iPad device adequately charged for school usage.
- ☐ ____ I understand that failure to comply with any of these rules and policies will result in the suspension of my use of this iPad device.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

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Appendix D iPad® Usage Policy and Additional Guidelines for Student Responsibility

1. Use of this iPad® device is subject to the School's policy on Acceptable Use of Technology Resources (based on Rules and Regulations 6163.4) and related policies.
2. Only licensed software may be installed onto this iPad device. If the Student requires special or non-standard software to be installed on this iPad device for School use, the installation must be cleared by the School beforehand. The Student will be responsible for supplying licenses, media, and any documentation.
3. For network connection of iPad devices, the Student is provided with a dedicated account. The Student is to use no other account on the network. The Student should at all times keep any passwords for this account secure and private. The Student takes full responsibility for the use or misuse of this account and the iPad device.
4. This account allows the Student certain privileges and rights on the network. The Student should in no way attempt to gain other privileges or to attempt to access resources on the network to which no explicit rights have been granted.
5. The Student shall not in any way, tamper or misuse school equipment, either software or hardware. No form of tampering is acceptable.
6. Student may not download copyrighted software, audio or video files, or any other copyrighted material from the Internet. Any such material found will be deleted without prior notification.
7. Software in use in the School is licensed in a correct and legal manner. However (except where explicitly stated), it is not available to the Student for home usage. Student should make no attempt to copy licensed or copyrighted material from the School network.
8. The Wi-Fi facilities are for the Program related educational use only. The Wi-Fi facilities are not available for use on external projects or for work activities not associated directly with courses or the Program. Wi-Fi facilities may not be used for any form of personal financial gain.
9. This iPad device and its contents remain the property of the School. No data stored on this iPad device is personal or private and the Student has no reasonable expectation of privacy in such data.
10. Food and drinks should be kept well away from iPad devices. The Student should also take care when shutting down and closing the lid of iPad cases to ensure that nothing is left lying on top of the iPad device's surface. Resulting damage to the iPad device may not be covered by Apple's warranties, and the Student may be liable for repair costs.

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Use of iPad resources are granted based on the Student's acceptance of the following specific responsibilities:

Use only those computing and information technology resources for which you have authorization. For example, it is a violation:

- to use resources that you have not been specifically authorized to use
- to use someone else's account or password or share your account or password with someone else
- to access files, data or processes without authorization; or
- to purposely look for or exploit security flaws to gain system or data access.

Use computing and information technology resources only for their intended purpose. For example, it is a violation:

- to send forged email
- to misuse Chat or other communications software that appears to allow students to hide their identity or to interfere with other systems or students
- to use electronic resources for harassment or stalking other individuals
- to send bomb threats or "hoax messages"
- to send chain letters
- to intercept or monitor any network communications not intended for you
- to use computing or network resources for advertising or other commercial purposes to attempt to circumvent security mechanisms.

Protect the access and integrity of computing and information technology resources. For example, it is a violation:

- to release a virus or worm that damages or harms a system or network
- to prevent others from accessing an authorized service
- to send email bombs that may cause problems and disrupt service for other students
- to attempt to deliberately degrade performance or deny service
- to corrupt or misuse information, or
- to alter or destroy information without authorization.

Abide by applicable laws and school policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software. For example, it is a violation:

- to make more copies of licensed software than the license allows
- to download, use, or distribute pirated software
- to operate or participate in pyramid schemes
- to distribute pornography to minors
- to upload, download, distribute, or possess child pornography.

Respect the privacy and personal rights of others. For example, it is a violation:

- to tap a phone line or run a network sniffer without authorization
- to access or attempt to access another individual's password or data without explicit authorization
- to access or copy another student's electronic mail, data, programs, or other files without permission.

Breach of the Usage Policy and Guidelines may lead to disciplinary action.

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Appendix E Estimated Content Download Times

The table below reflects estimated download times for ***HMH Fuse***™ content packages. Calculations are estimated based on some common Internet connectivity provisions available, not to be regarded as an exhaustive list, using average ***HMH Fuse***™ content package sizes.

Internet Connection	Content Type	Estimated Download Time
640 K DSL Light	Chapter Content	3 min – 16 min
	Chapter Video	35 min – 1 hr 44 min
Fractional 768K T1	Chapter Content	3 min – 12 min
	Chapter Video	28 min – 1 hr 15 min
T1/DS1, DSL 1.54Mb	Chapter Content	30 sec – 6 min
	Chapter Video	5 min – 35 min
Ethernet / Cable 10Mb	Chapter Content	5 sec – 41 sec
	Chapter Video	15 sec – 3 min
3G Wireless	Chapter Content	10 min – 22 min
**not recommended	Chapter Video	40 min – 1 hr 35 min

Please note that these estimates are calculated and that download performance is subject to many other contributing factors, such as:

- Number of users or devices on the network competing for Internet bandwidth
- Internet latency issues based on location and or quality of the terrestrial network or provider used
- Other applications running on the device using Internet connectivity
- Available battery life
- Physical obstacles between the devices and the location wireless routers or access point it is connected to

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Appendix F Menu of Deployment Services

HMH can help you with every aspect of your deployment of the ***HMH Fuse***™ application onto Apple iPads®. We have a staff of Implementation Engineers ready to assist you to whatever degree you need to achieve the greatest success with your deployment and your maximum staff comfort-level. For pricing information, contact your Sales Representative or call Customer Service at 888.327.2906.

Silver Package (On-site Field Engineer for 2 days)

We will:

- Sit down with your IT staff to determine a "Configuration Profile" to deploy to the iPad devices. We will assist in configuring the Profile and instruct your staff on how to deploy the application.
- Download and activate the ***HMH Fuse*** application from the iTunes Store® to 6 devices and train your staff how to deploy the remaining devices.
- Train your staff how to install all applicable chapters with or without videos to the devices.
- Work with the District IT staff to allow necessary reporting ports to be opened in the proxy server and/or firewall.
- Test 6 devices and the application from classrooms in the district and instruct the IT staff on common technical support issues and remedies.

Gold Package (On-site Field Engineer for 5 days)

We will:

- Sit down with your IT staff to determine a "Configuration Profile" to deploy to the iPad devices, deploy the Configuration Profile to 90 devices, and instruct your staff on how to deploy the application to all devices.
- Download and activate the ***HMH Fuse*** application from the iTunes Store to 90 devices and train your staff how to deploy the remaining devices.
- Install all applicable chapters with or without videos to the 90 devices.
- Teach up to 15 participants with the District technology staff how to configure and deploy Apple iPads with the ***HMH Fuse*** application.
- Work with the District IT staff to allow necessary reporting ports to be opened in the proxy server and/or firewall.
- Train up to 15 teachers in the district in a *train-the-trainer* model on getting started with ***HMH Fuse*** and integrating the iPads into the classroom.
- Monitor the first day of students and teachers using the iPads and provide technical support.

Platinum Package (Custom iPad deployment and training)

We will sit down with your school district and determine a custom implementation deployment across the district, including configuring and deploying all devices, training the IT staff on deployment and support, and training the teaching staff on the use and integration into their classroom. We will also provide on-site technical support to ensure everything is working properly and the teachers and students are using ***HMH Fuse*** successfully.

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Appendix G Application Support Contact Information

HMH is dedicated to providing support to all its HMH Fuse customers. Teachers and administrators can contact Houghton Mifflin Harcourt Technical Support for any question or issue using the iPad® or HMH Fuse™.

Phone
888-327-2906
Monday through Friday
7:00 a.m.–10:00 p.m. CST
excluding holidays

Email
techsupport@hmhpub.com

Support Website
http://techsupport.hmhpub.com

HMH Fuse Website
http://hmheducation.com/fuse/algebra1/index.php

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Appendix H IT Specifications

Recommended Configurations

The following are the recommended iPad® and computer specifications as of March 11, 2011:

Device Specifications

- Processor: 1GHz Apple A4 or faster
- Storage: 64GB or larger*
- Wireless/Cellular: Wi-Fi 802.11a/b/g/n (cellular not required)
- Apple iOS4 Version: 4.2.x or Higher

Note: HMH Fuse: Algebra 1 *course content requires 8GB of storage space on each device. HMH recommends 64 GB of storage available to support additional courses on a single device. Specifications apply to both iPad and iPad 2.*

Computer Specifications (Support/Installation)

Mac System Requirements

- Mac computer with USB 2.0 port
- Mac OS X v 10.5.8 or later
- iTunes 10.1 or later (free download from www.itunes.com/download)
- iTunes account
- Internet access

Windows System Requirements

- PC with USB 2.0 port
- Windows 7; Windows Vista, or Windows XP Home or Profession with Service Pack 3 or later
- iTunes 10.1 or later (free download from www.itunes.com/download)
- iTunes account
- Internet access

Network Infrastructure Specifications & Recommendations

Wi-Fi—Local Area Network (LAN)

Sufficient Wi-Fi coverage to allow for all areas designated for use with the iPad as stated above; wireless routers or Access Points (APs) that support Wi-Fi protocol levels 802.11a/b/g/n are required to provide the Local Area network bandwidth for a given number of devices within range of the Wi-Fi router or AP device.

Note: *Wi-Fi performance is subject to other devices and or users that could be consuming Internet bandwidth from the same wireless router or AP device. Sufficient DHCP range to support the additional IP addresses for the number of iPad devices in use is required.*

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Internet Connectivity—Wide Area Network (WAN)

- Broadband connectivity service to the Internet
- High Speed DSL
- High Speed CABLE
- T1–T3, Fractional, Multi / Bonded or Better

Firewall IP Protocol Requirements

The ***HMH Fuse***™ application leverages the standard IP protocol stack on the iPad. Services within the application for authentication, teacher reporting, and content downloads initiate a connection to the Internet for the resources it needs. The following hosts, protocols, and ports will need to be accessible through any firewalls that are in place to successfully connect to those resources:

Host	Port
hmhco.vo.llnwd.net	HTTP 80
st1hlxhm74.connectria.com	HTTP port 80, HTTPS port 443 (SSL)
secure.riversidepublishing.com	HTTPS port 443 (SSL)

3G Cellular Data / Internet Connection

If you have a 3G iPad, you will also be able to connect to the Internet using that mode of connectivity—the same network you connect to when using an iPhone or other mobile devices. Even though ***HMH Fuse*** content downloads will still be accessible using this mode of connectivity, there are a few things to consider:

- Because 3G connection speeds to the Internet are considerably lower than the recommended Wi-Fi Internet connection, much longer content download times can be expected
- Extra monthly services fees may be charged for access to 3G cellular networks
- Monthly charges for additional data consumption are possible
- ***HMH Fuse***™ content download packages can be rather large and can quickly consume most data plans rapidly.

Note: *Due to the known limitations in 3G bandwidth and performance,* ***HMH Fuse*** *content downloads are not recommended using the 3G Cellular Data Connection.*

For the most up to date information on iPad device operations, please refer to: http://manuals.info.apple.com/en_US/iPad_iOS4_User_Guide.pdf

General Recommendations

The HMH Fuse Implementation Team recommends the following Best Practices:

- Turn off the Installing Apps and Deleting Apps feature from the settings icon after installing ***HMH Fuse*** in order to ensure consistent application access on every student device:
  Settings>>General>>Restrictions>>Enable restrictions.
- Set passwords on each device, and do not allow the students to change the password from what has been assigned.
- Plug in the device to charge overnight to be sure that the iPad has sufficient battery life for the entire school day.
- Maintain spare chargers in each classroom.
- Maintain a reserve of devices (10–15%) installed with ***HMH Fuse*** in each district for hot swapping during a school year to cover unforeseen issues that may arise with hardware or user error.
- House devices in protective cases to help avoid some accidental hardware issues.
- Have a sufficient number of ear plugs available in each classroom so that students can watch the tutorial videos without disturbing others.

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